



Housing Authority of the City of Alameda

701 Atlantic Avenue - Alameda, California 94501-2161 - TEL: (510) 747-4300 - FAX: (510) 522-7848 - TDD: (510) 522-8467

MINUTES

SPECIAL MEETING OF THE HOUSING COMMISSION OF THE CITY OF ALAMEDA HELD TUESDAY, DECEMBER 8, 2009

The Commission was called to order at 7:02 p.m. by Chair Kurrasch.

PLEDGE OF ALLEGIANCE

1. ROLL CALL

Present: Commissioner Jones, Pratt, Smith, and Chair Kurrasch

Absent: Commissioner Balde

2. CONSENT CALENDAR

Commissioner Pratt moved acceptance of the Consent Calendar. Commissioner Jones seconded. Motion carried unanimously. All items accepted or adopted are indicated with an asterisk.

*2-A. Minutes of the Housing Commission Regular Meeting held October 21, 2009. Minutes were accepted.

*2-B. Draft Minutes of Board of Commissioner Special Meeting held October 20, 2009. This report was for information only.

*2-C. Budget Variance Report. This report was for information only.

*2-D. Replacing Admissions and Continued Occupancy Policy for a Managed Housing Policy and Revising the Pet Policy. The Housing Commission:

1. Eliminated the Admissions and Continued Occupancy Policy and replacing it with the Policy for the Management of Housing Authority-Owned Properties; and
2. Adopted the Policy for Pets and Assistive Animals, replacing the Pet Policy for Seniors.

*2-E. Revising the Administrative Plan Primarily to Clarify Effective Date of New Utility Allowance and when Inspections of Project-based Units will be Conducted. The Housing Commission adopted changes to the Administrative Plan that will clarify the language, and will:

1. Authorize the application of a new utility allowance at an interim reexamination,
2. Allow inspections to be conducted at some sites upon anniversary date of the Housing Assistance Payments contract,
3. Provide for a random sample of annual inspections at project-based properties, and
4. Allow, if HUD approves, the review of Housing Authority applications for project-based voucher assistance by an independent entity.

*2-F. Quarterly Investment Report. The Housing Commission accepted the report on the Housing Authority's investment portfolio as of September 30, 2009.

3. AGENDA

- 3-A. Quarterly Police Report. Executive Director Michael Pucci apologized for the police officers absence saying they were informed but may be attending to other business. The Housing Authority's new police officers are Tom Cobb and Eric Abenoja. In the past they were assigned to the Housing Authority and did a great job. Mr. Pucci went on to describe their style of policing and said they are good officers. Mr. Pucci said there is nothing unusual to report.

Commissioner Pratt noticed an incorrect total on page 77. The AHA Total it should be 21 instead of 20. Mr. Pucci thanked Commissioner Pratt.

Officer Cobb arrived and provided an oral report. He stated he was surprised at the dramatic decrease in calls for service and the lack of foot traffic at the properties compared to his last assignment with the Housing Authority six years ago. He said in the past people were hanging out at the properties, including non-residents and people who shouldn't be there.

Officer Abenoja also commented on the shocking lack of foot traffic. He credits Housing Authority staff for good background checks. Mr. Pucci concurred. Mr. Pucci asked Commissioner Jones if there were any incidents at Esperanza. Mr. Jones responded a light at Second and Brush Streets has changed people's behavior.

Officer Cobb said there were problems with people hanging out at Woodstock Park and ending up at Esperanza, but it stopped. Officer Cobb stated the calls for service are down, traffic is down, and he hasn't taken a crime report during the last three months. Mr. Pucci mentioned because of the cold weather no one is hanging out. This is a typical pattern and when it gets warmer outside incidents increase.

Officer Abenoja added that crime reports are at an all-time low throughout the City.

Chair Kurrasch thanked the officers and wished them a long tenure with the Housing Authority.

Mr. Pucci discussed the 600 unit Summer House apartment complex near the Housing Authority's China Clipper complex and his concerns. He asked if there has been an increase in crime.

Officer Abenoja explained in the beginning Summer House was very stringent with applicant qualifications, but that has changed. He noticed problems with people drinking on the property who were the same group of people kicked out of Esperanza. There is also a family at Summer House that previously caused problems at Esperanza.

Mr. Pucci discussed The Breakers at Bayport and Shinsei Gardens which were not on this report. He said it has been quiet at the properties except for a tenant at Shinsei Gardens who was given a termination notice for violating terms of her lease. He is not sure the termination will be upheld at the hearing. The officers described the amount of men's clothing and toiletries found in her unit and said they were unaware of a hearing and did not attend.

Commissioner Pratt asked about the proximity of school to Shinsei Gardens. The officers said a school is not in proximity. The officers explained the department's process of searching the residence of a person with a sexual predator status. He said both residents were surprised they do this process. He went on to say there are 60 registered sex offenders in Alameda.

Chair Kurrasch thanked the officers for their report.

This report was provided for information only.

- 3-B. Recommend to the Board to Revise the Housing Authority Budget. Mr. Pucci explained that the Housing Authority budget was passed in April 2009. The Housing Authority is now six months through the fiscal year and needs to make revisions to the budget. Mr. Pucci explained the revisions. He explained how more staff will be added and office space expanded. A reorganization study had begun as a result of

changes over the last two years. This includes looking at how the work flow has changed and the current structure with employees and organization chart to analyze what changes need to be made. Programs have been added while others have been reduced, so we will be looking at both the organization and the physical structure. An architect has been hired to provide a study for the office space reconfiguration and he explained some of the ideas for expansion.

Commissioner Pratt asked if Debbie Potter and Susie Brown have moved over. Mr. Pucci responded no, but should be over in January. Commissioner Pratt asked if City Hall West was closing. Mr. Pucci responded possibly, he said the City may want to lease it out.

The budget reflects an increase in funds for remodeling the office to create more office space. Mr. Pucci went on to describe the changes and projects.

Commissioner Pratt asked how many buildings were roofed at Esperanza. Mr. Pucci said almost all of them and at a good price. He described how contractors are bidding with competitive prices.

Mr. Pucci discussed the cost of reinforcing sagging roofs at Independence Plaza.

Commissioner Pratt moved the Housing Commission recommend to the Board of Commissioners to adopt a resolution to approve the proposed budget revision. Commissioner Jones seconded. Motion carried unanimously.

- 3-C. Audit Report for Fiscal Year Ending June 30, 2009. Mr. Pucci said this report is clean and income is exceeding expenses. The Finance Director is doing a good job keeping the books in order and the auditor had no findings. Commissioner Pratt moved the Housing Commission recommend the Board of Commissioners accept the audit report for fiscal year ending June 30, 2009. Commissioner Jones seconded. Motion carried unanimously.

- 3-D. Recommend Award of Contract for Modernization of 1416 Sherman Street to Bay Cities Construction including the \$13,500 alternative for exterior painting and \$23,800 for contingencies in the amount of \$400,000. Mr. Pucci stated there were five bids and explained how the lowest bid was throw out because the contractors work was unacceptable on a previous job. He explained Bay Cities Constructions has done work for the Housing Authority and are reliable and one of the lowest bidders.

Commissioner Pratt asked if the contractor that did the parking lot at Independence Plaza is a general contractor. Mr. Pucci said no.

Commissioner Pratt moved the Housing Commission recommend to the Board of Commissioners to:

1. Award the contract to Bay Cities Construction including the \$13,500 alternative for exterior painting, and \$23,800 for contingencies in the amount of \$400,000; and
2. Authorize the Executive Director to execute the contract.

Commissioner Jones seconded. Motion carried unanimously.

- 3-E. Award a Contract to Tree Sculpture Group, Inc. for Tree Maintenance Services Starting December 21, 2009, for \$22,190, with an option to renew the contract for a second year in the amount of \$20,580 and a Third Year of \$16,990, Contingent upon Funding and a Good Contractor Performance Evaluation; and Authorize the Executive Director to Execute the Contract. Chair Kurrasch was surprised by the low bids. Mr. Pucci explained the bid is low because this has become routine tree maintenance and Tree Sculpture has been doing maintenance for four years for the Housing Authority. Commissioner Pratt moved awarding a contract to Tree Sculpture Group, Inc. for tree maintenance services starting December 21, 2009, for \$22,190, with an option to renew the contract for a second year in the amount of \$20,580 and a third year of \$16,990, contingent upon funding and a good contractor performance evaluation; and

authorized the Executive Director to execute the contract. Commissioner Jones moved. Motion carried unanimously.

3-F. Award the contract to Bay Cities Construction including the \$15,300 for contingencies in the amount of \$168,300. Mr. Pucci said this is for replacement of kitchen cabinets on the first floor at Anne B. Diamant and in the community room. This will be the last of the cabinet replacement project. Bay Cities Construction is the lowest bidder, has done this before, and are qualified to do the work. Commissioner Pratt moved the Housing Commission recommend to the Board of Commissioners to:

1. Award the contract to Bay Cities Construction including the \$15,300 for contingencies in the amount of \$168,300; and
2. Authorize the Executive Director to execute the contract.

Commissioner Jones seconded. Motion carried unanimously.

3-G. Updating the Intergovernmental Cooperation Agreement. Mr. Pucci explained that the Housing Authority is insured through a pool, which is a public entity with joint powers between 50 members. They pool together their risk, charge premiums based upon risk, have actuarial studies, have professionals headquartered in Vancouver, Washington as well as an attorney. HARRP has been in business since 1987 and rates are very inexpensive. The business is changing and HARRP is set up only to help housing authorities. Housing authorities have gone through changes and turned over property to non-profits, which are not public entities like housing authorities. HARRP cannot cover those properties. This will allow the formation of a new entity under HARRP which will be able to cover and form a pool for non-profits. Laws were amended in other states and will be amended in California. HARRP is asking everyone to amend the Intergovernmental Cooperative Agreement. Mr. Pucci explained this is a difficult and long process. This will allow HARRP to form another entity which would allow a risk pool for non-governmental properties. This will still cover the same types of affordable housing.

Commissioner Pratt asked if Mr. Pucci anticipated any problems with the state of California. Mr. Pucci responded yes. Commissioner Pratt asked who will champion this. Mr. Pucci replied staff from HARRP and explained the process, including the process with the state of California.

Commissioner Pratt moved the Housing Commission adopt a resolution to:

1. Approve a revised Intergovernmental Cooperation Agreement (ICA) with the Housing Authorities Risk Retention Pool, an intergovernmental entity created to provide indemnification against risk of loss; and
2. Authorize the Executive Director to take the actions outlined in the attached resolution related to the ICA.

Commissioner Jones seconded. Motion carried unanimously.

3-H. Review of Strategic Plan. Mr. Pucci said this year the five year plan needs updating. Mr. Pucci discussed the minor changes, talked about the goals, and said this will be presented at Town Hall meetings. There will be Resident Advisory Committee (RAC) meetings to review the goals. There will be a 45 day public comment period followed by a Public Hearing in March before it is officially adopted by the Housing Commission. There may be some changes by then.

Commissioner Jones asked if this was the Annual Contribution Contract. Mr. Pucci said no and explained one Annual Contribution Contract with HUD is for a public housing subsidy is going away because Esperanza is no longer public housing. The other contract is for funds received from HUD for the Section 8 program. Because of these Annual Contribution Contracts, HUD is requiring housing authorities to be properly managed, have a Mission Statement and Goals, an Annual Plan and have residents and stakeholders involved in the process. Then the process begins with the

RAC, the public comment period, a public hearing, and then the Housing Commission can take action.

Commissioner Jones asked since the Esperanza complex has been disposed if it fell under this. Mr. Pucci responded yes because the Housing Authority is receiving Section 8 funds. All Housing Authority properties will fall under this even though they are not HUD properties.

Commissioner Jones asked about HAP payments. Mr. Pucci explained Section 8 funds are called Housing Assistance Payments (HAP), and we receive approximately \$18M. The funds come via the Annual Contribution Contract. The Annual Contribution Contract is renewed annually. The Annual Contribution Contract with HUD will be for funds for the Section 8 program. He went on to say that even though other programs and properties are not directly funded by HUD the Housing Authority has the same mission and goals. He went on to explain more of the points.

Commissioner Jones asked if the Housing Assistance Program is for five years or year to year. Mr. Pucci responded contract for year to year. HUD keeps renewing the contract in increments and he explained the process.

Chair Kurrasch remarked that this item will be revisited. He mentioned the upcoming Town Hall meetings, asking that the secretary send out the notice again. Chair Kurrasch elaborated on the four Town Hall meetings scheduled in January. He feels it is very good for Commissioners to see what is going on with tenants.

The Housing Commission reviewed and commented on the existing Mission Statement, and proposed Strategic Plan revisions.

4. ORAL COMMUNICATIONS

None.

5. COMMISSIONER COMMUNICATIONS

Commissioner Smith was welcomed by Chair Kurrasch. Mr. Pucci commented this is a large agenda because it is two meetings since November's was cancelled. Mr. Pucci announced Tanya Bursey's retirement and commented on her positive impact with managed housing and the tenants. Chair Kurrasch commented on Tanya's skills.

6. ADJOURNMENT

There being no further discussion, Chair Kurrasch adjourned the meeting at 8:07 p.m.

Arthur A. Kurrasch, Chair

Attest:

Michael T. Pucci
Executive Director / Secretary